

STATINTL

12 June 1964⁵

To :

From : Chief, Records Administration Staff, DDS

Subject: Annual Report of Records Holdings

1. Your report of records holdings and records destruction for FY 64 may be recorded below and returned to my office by 12 August. In addition, any specific problems or comments about your program would be appreciated.

2. Your continued cooperation in furnishing this data enables us to evaluate the progress of the Records Management Program in the Agency and to explore areas where problems may exist or where improvements may be desirable.

3. Please call if you have any difficulty in meeting this deadline.

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90.9 cu. ft. of records on hand 1 July 1963

91 cu. ft. of records on hand 30 June 1964

0 cu. ft. destroyed in the offices during FY 64

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per  *Reg Comtr*
Area Records Officer/Component

RD

25 YEAR RE-REVIEW